



Human Resources

DATE POSTED: January 12, 2005

REQ. # 05-006

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 01-12-05 TO 01-19-05.

DEPARTMENT/DIVISION
PUBLIC WORKS – CODE COMPLIANCE
POSITION AVAILABLE
ZONING SUPERVISOR
OF OPENINGS
1
STARTING SALARY
\$33,828.50 / year
COMMENTS
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 616
PAY GRADE: 18
SALARY: \$33,828.50 - \$54,309.84
ZONING SUPERVISOR

MAJOR FUNCTION: Responsible supervisory position for the Permitting/Zoning Services Section, Code Compliance Division, Department of Public Works. Position reports to the Code Compliance Manager.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Understanding of the basic principals of urban planning and zoning administration. Knowledge of the County's Land Development Regulations, familiarity with the procedures necessary for contractor licensing and the Standard Building Code. Demonstrated office and personnel management skills are required. Knowledge of automated permitting and data management systems is preferred.

Abilities: Must be able to deal effectively with the public and present opinions both written and orally in clear and concise fashion. Must be able to maintain effective relationships with members of the Section, Division, Department and other Departments and Agencies.

ESSENTIAL JOB FUNCTION: Organizes and directs the activities of the Zoning Services Section. The Section is responsible for the acceptance and processing of all building and construction permit applications and for the dissemination of zoning and building development information as well as the clerical administration of the St. Lucie County Land Development Code. Position supervises and directs the operation of the Zoning Section staff.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift 30 pounds occasionally.

EDUCATION: Graduate degree in Planning, Public Administration, Business, Construction Management or related field. Three years of progressively responsible experience in zoning administration or code interpretation.

EXPERIENCE: A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida Driver's License may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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